



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
3-JTS-1C-20
3-JDF-1C-18
1-JDTP-1C-21**

CHAPTER: Administration

AUTHORITY: KRS 15A.065

**SUBJECT: Replacement of Damaged or Destroyed
Staff Personal Property**

POLICY NUMBER: DJJ 106.4

TOTAL PAGES: 2

EFFECTIVE DATE: 12/01/2014

APPROVAL: Bob D. Hayter

,COMMISSIONER

I. POLICY

Staff in the Department of Juvenile Justice (DJJ) operated programs shall be compensated for personal property which is damaged or destroyed as a result of youth activity. The department shall not be liable or responsible for staff's personal property which has been lost or stolen.

II. APPLICABILITY

This policy shall apply to all staff of DJJ.

III. DEFINITION

Refer to Chapter 100.

IV. PROCEDURES

- A. Any staff who suffers damage to personal property as a direct result of youth activity, may be compensated for the cost of repair or replacement of the damaged articles.
1. An Incident Report describing the incident shall be completed. The report shall state the details of the incident, the items damaged, and the degree of damage.
 2. If damage or replacement request is approved by the supervisor and Superintendent, the documentation shall be forwarded to the facility Fiscal Officer.
 3. The replacement or repair of the item shall be arranged by the staff.

POLICY NUMBER DJJ 106.4	EFFECTIVE DATE: 12/01/2014	PAGE NUMBER 2 of 2
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4. A copy of this incident report, original receipt, and approved replacement request shall be attached to the Travel Voucher and shall be submitted to the Fiscal Branch for processing. The cost of replacing or repairing damaged items shall be limited to the following:
 - a. Clothing
 1. Blouse or Shirt \$30.00
 2. Skirt or Trousers \$40.00
 3. Sweater \$40.00
 4. T-shirt \$15.00
 5. Dress \$60.00
 6. Coat or jacket \$100.00
 7. Other items of clothing shall be evaluated on a per item basis.
 - b. Jewelry
 1. Watch, repair or replace up to \$75.00
 2. Repair; replace watchband up to \$15.00
 3. Other items of jewelry shall be evaluated on a per item basis.
 - c. The maximum allowable payment for prescription eyeglasses and contact lens shall be \$350.00 and shall not include payment for an eye examination.

V. MONITORING MECHANISM

The Fiscal Branch shall monitor this policy.